



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
WELFARE OF PLAIN TRIBES & BACKWARD CLASSES DEPARTMENT :: DISPUR

## GUIDELINE

The 8th March, 2019

**No. TAD/BC/58/2001/Pt-III/202.-**

Subject: **Guidelines on the standard procedures for issuance of Scheduled Tribe Certificate under Welfare of Plain Tribes & Backward Classes Deptt., Assam.**

The following guideline to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, will be applied with immediate effect

- |  |  |
|--|--|
| 1. Name of Service                                     | Scheduled Tribe Certificate.   |
| 2. Eligibility Criteria                                | <ol style="list-style-type: none"><li>1. Applicant should be a Citizen of India</li><li>2. He/She must be a Permanent Resident of Assam.</li><li>3. He/She must belong to the Tribe recognized as Scheduled Tribe in the State of Assam.</li></ol>   |
| 3. Procedure to obtain the service                     | Place to obtain the Application:<br>Applicant can procure the application form from the office of the Deputy Commissioner, SDO(C) and concerned Circle Officer.  |
| 4. Step by step procedure<br>(pertaining to time line) | All application forms shall be received in the Office of the Deputy Commissioner. The application form and documents enclosed shall be scrutinized in detail at the time of receipt. Every application form shall be issued an acknowledgement receipt wherein the applicant shall have to be informed of the date of collecting the certificate. All applications received for ST certificate shall be issued to the applicant within fifteen (15) days of receipt of the application. Any objection/reasons rejecting the application shall be furnished in writing to the applicant within fifteen (15) days of receipt of the application. |

However, if the Designated Officer is of opinion that further enquiry is required on the

application, then the application shall be forwarded to the concerned Circle Officer for enquiry and report. The Circle Officer shall complete his enquiry and submit his report on the body of the application form within fifteen (15) days of receipt of the same. Certificate shall be issued after receipt of application after receipt of report from the concerned Circle Officer. The whole shall be completed within thirty (30) days of receipt of the application form.

5. Standard Application Form

Revised as per Annexure 'A'.

6. List of documents required to be attached with the Standard Application Form

- a) Permanent resident certificate or any other proof of residency.
- b) ST certificate of parents or any supporting proof of tribe status.
- c) Affidavit by the applicant or parents in lieu of (b)
- d) Report of Gaonburah in case of rural areas/Ward Commissioner in case of urban areas. (Recommendation of the Gaonburah/Ward Commissioner may be skipped if the parents of the applicant have already been issued ST certificate)
- e) Recommendation of President/Secretary of District President of All Assam Tribal Sangha or any other Apex body of tribal organizations authorized by Govt. as the case may be.

**M. ANGAMUTHU,**  
Commissioner & Secretary to the Government of Assam,  
WPT & BC Department, Dispur.

**Annexure - A**

**Application for Scheduled Tribe Certificate**

To,

The Deputy Commissioner,

Subject: Application for issuing Scheduled Tribe Certificate.

Sir,

Most respectfully, I beg to state that I am a citizen of India under Section 342 of Constitution of India and belong to \_\_\_\_\_ Tribe under the list of Scheduled Tribes as per Constitutional Scheduled Tribe Order 1950(as amended time to time).

Therefore, I request you to kindly issue me a Scheduled Tribe Certificate.

My details particulars are given in enclosed format in support of my Scheduled Tribe status.

Yours faithfully,

(Signature of the Applicant)

**Application for Scheduled Tribe Certificate****Format for Particulars**

1. Name of Applicant:
2. Name of Father :
3. Name of the Mother:
4. Present Address
  - a) Home (Rented/ Own)
  - b) Village:
  - c) Ward:
  - d) P.O.:
  - e) P.S:
  - f) Revenue Circle:
  - g) District
5. Permanent address
  - a) Village:
  - b) Ward:
  - c) P.O.:
  - d) P.S:
  - e) Revenue Circle:
  - f) District:
6. Address of Applicant's Father or Ancestors
  - a) Name:
  - b) Relation:
  - c) Village:
  - d) Ward:
  - e) P.O:
  - f) P.S:
  - g) Revenue Circle:
  - h) District :
7. Two copies of recent passport size photographs  
(self attested )
8. Tribe :
9. Copy of Scheduled Tribe Certificate of applicant's  
Father attested by Gazetted Officer :
10. Copy of Legacy data as per NRC 1951 or Electoral  
role 1966/1971:
11. Grounds for acquiring Scheduled Tribe Certificate:

I hereby declare that the information given above are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect my Caste Certificate will be liable to be cancelled.

Yours faithfully,

Place:

Date:

Signature of Applicant